

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC17-03**

**OPEN: 18 FEBURARY 2003**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: LEAD CHILD & YOUTH PROGRAM ASSISTANT (LEVEL 5), CC-1702-02, Salary Range \$12.66 to \$16.46 per hour**

**LOCATION: Morale Welfare Recreation Fund, Child & Youth Services Division (Aberdeen Area and Edgewood Area), Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: Regular Full-time. Benefits such as annual leave, sick leave, paid holidays, retirement, 401k, medical and life insurance may be elected by Regular employees.**

**AREA OF CONSIDERATION: Open to all interested candidates. Concurrent recruitment from all sources may result in this announcement not being used for a specific vacancy.**

**BRIEF DESCRIPTION OF DUTIES:**

**In addition to the duties described in the Child & Youth Program Assistant (Target Level 4), serves as team leader for program staff with responsibility for the operation of the activity and program in accordance with applicable regulations. Maintains control and accounts for the whereabouts and safety of children and youth. Develops and implements activities for program participants. Relays instruction from the supervisor, makes activity assignments and gets the work started in accordance with the daily activity plan. Demonstrates proper work methods and provides work related guidance to subordinates. Conducts on-the-job training and instruction. Ensures employees follow safety, fitness, health and nutrition procedures. Instructs employees in specific tasks and job techniques; makes available written instructions, reference materials and supplies. Explains program guidance, procedures, policies and directives. Resolves problems and conflict situations or obtains information and guidance from the supervisor. Checks with supervisor on problems. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Provides input to the supervisor, as requested, concerning promotions, reassignments, performance appraisals, incentive awards, etc. Provides care, oversight and accountability for program participants in compliance with Department of Defense (DOD), Army and local policies, guidelines and standards.**

## **NAF VACANCY ANNOUNCEMENT #OC17-03 (CONTINUED)**

**QUALIFICATION REQUIREMENTS: YOU MUST INDICATE IF YOU HAVE A HIGH SCHOOL DIPLOMA OR GED AND THAT YOU ARE 18 YEARS OLD OR OLDER ON YOUR APPLICATION AND/OR RESUME IN ORDER TO BE CONSIDERED ELIGIBLE:**

**Candidates must:**

- 1. Possess a high school diploma or GED certificate.**
- 2. Be able to communicate in English (verbal and written).**
- 3. Be eighteen (18) years old at the time of appointment.**
- 4. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on a routine basis. Duties may involve working both indoors and outdoors.**
- 5. Possess and maintain health and freedom from communicable disease.**
- 6. Possess twenty-four months experience working in a group program with children and youth.**
- 7. Possess and maintain Child Development Associate (CDA) or Army School Age Credential or Associate Degree (AA) in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related behavioral sciences.**

### **CONDITIONS OF EMPLOYMENT:**

- 1. Direct Deposit:** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
- 2. You must present your Social Security Card when processed-in at the time of appointment.**
- 3. You must complete DA Form 3433-1 (Supplemental Application Form) when selected.**
- 4. All required background checks in accordance with AR 215-3 and the Crime Control Act must be successfully completed and maintained, including National Agency Check (NAC). Unfavorable adjudicated background checks will be grounds for removal.**
- 5. Successful completion of 24 hours on-going and annual training as prescribed is required.**
- 6. Health assessment is required.**

**Failure to satisfactorily meet these requirements may result in separation.**

### **HOW TO APPLY:**

- 1. Submit completed DA Form 3433 (NAF Application) or resume. You must indicate the vacancy announcement number in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration may result in your not being considered.**
- 2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).**
- 3. Submit completed DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions).**

**NAF VACANCY ANNOUNCEMENT #OC17-03 (CONTINUED)**

- 4. Transcripts (if applicable). College courses will not be credited without transcripts towards meeting the eligibility requirements for Skill Level 3 and Target Level 4.**
- 5. All applicants must complete a DA Form 3433-1 (Supplemental Application Form) as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.**
- 6. If PRIOR MILITARY, to receive Veteran's Preference a copy of your DD214 must be attached which shows nature of discharge (copy number 4).  
To receive SPOUSE EMPLOYMENT PREFERENCE, you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.**
- 7. You must clearly reflect on your application/resume how you meet the qualification requirements. Failure to provide the required length of experience or skills will result in your being rated ineligible and you will not be referred for job consideration. It is recommended your review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.**
- 8. Your application/resume will be considered for this specific open continuous vacancy announcement only. This Open Continuous Announcement may be used to refer qualified applicants for referral each time a new request for referral is received. Your application will remain on file for one year from the date of receipt by the Nonappropriated Funds Civilian Personnel Office provided you are interested and available for employment. If you are contacted and you fail to reply or decline, your application is permanently removed from our files for further consideration for future vacancies. You may reapply in the event you become available at a later date. If you desire consideration for other vacancy announcements, you must submit another application following the requirements that pertain to that announcement.**

**WHERE TO APPLY:** Applications may be submitted to the Nonappropriated Funds Civilian Personnel Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via e-mail to: [NAF@usag.apg.army.mil](mailto:NAF@usag.apg.army.mil). Telephone: 410-278-5126. Fax 410-278-0684 Note -If you fax or e-mail your application, please keep your original since it will be required for our records if you are appointed.

**EQUAL OPPORTUNITY:** Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization. Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify the servicing NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

**NAF VACANCY ANNOUNCEMENT #17-03 (CONTINUED):**

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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